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MINUTES

MEDICAL STAFF CAREER SERVICE BOARD MEETING
Wednesday, 18 June 1958

Present: C/MS - Chairman Dr. Tietjen
DC/MS - Voting Member
C/TSD - Voting Member
C/OD - Voting Member
ADC/PS - Voting Member
Personnel Placement Officer
C/SD - Executive Secretary
Secretary to C/MS - Recording Secretary

25X1A9

1. Minutes of Previous Meeting

The Minutes of the Medical Staff Career Service Board Meeting of 21 May 1958 were approved by the Members without comment.

2. Assignment

25X1A9a [REDACTED], GS-7, Medical Technician. [REDACTED] is due to 25X1A9a
25X1A6a return from his assignment at [REDACTED] in November 1958. In view of his
physical condition and in consonance with statement contained in his
Field Reassignment Questionnaire, the Executive Secretary recommended
he be assigned to TSD; the Members concurred in this assignment.

3. Promotions

25X1A9a a. [REDACTED], GS-9, Medical Service Officer. The Execu-
25X1A9a tive Secretary presented a request from C/TSD for the promotion of Mr.
[REDACTED] to GS-10. The Executive Secretary recommended the Competitive
Evaluation Panel be requested to rate all technical-administrative per-
sonnel in grade GS-9 before this promotion is considered. The Members
voted to accept this recommendation.

The Board also reaffirmed the Membership of the Competitive

25X1A9a [REDACTED]

25X1A9a b. [REDACTED] GS-8, Medical Technician. The Executive
Secretary reviewed a request from C/TSD for the promotion of [REDACTED] 25X1A9a
to GS-9 and recommended action be deferred until all GS-8 technical-
administrative personnel have been rated by the Competitive Evaluation
Panel. The Members concurred in this recommendation.

25X1A9a c. [REDACTED] GS-7, Staff Nurse. The Executive Secretary
presented a request from C/TSD for the promotion of [REDACTED] to GS-8 25X1A9a

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with the recommendation that this promotion be approved. The Members unanimously endorsed this recommendation. C/TSD was requested to inform the Chief Nurse of the Board's recognition of [REDACTED] outstanding performance on behalf of the Medical Staff and to ask that appreciation be relayed to her.

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4. Requests for Reassignment

25X1A9a a. [REDACTED], GS-5, Clerk-Typist. [REDACTED] has submitted a memorandum requesting permission to seek employment outside the Medical Staff with a view to obtaining a higher grade. The Personnel Placement Officer advised the Board there are very few opportunities within the Agency for clerk-typists to progress beyond the GS-5 level. With this in view, the Executive Secretary was requested to interview [REDACTED] informing her of this situation and providing opportunity for training to increase her qualifications.

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25X1A9a b. [REDACTED] GS-12, Intelligence Officer (Medical Sciences). The Executive Secretary informed the Board he had queried TSS regarding their interest in the assignment of [REDACTED] to that Staff. There is no position in TSS at this time and, furthermore, they are over their ceiling. If this should change, the Medical Staff will be so informed officially. The Subject and his supervisor [REDACTED] were informed of this situation and it was agreed that [REDACTED] remain in his assignment in OSI for another year, thus reducing his tour from three to two years, provided he performs in an exemplary fashion. However, Mr. [REDACTED] has informed the Medical Staff that, should the position with TSS become available, he will apply for same.

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5. Review of Fitness Reports

25X1A9a a. [REDACTED] GS-11, Medical Service Officer. This Report reflected a fine performance on the part of [REDACTED], who is due to return to Headquarters in August for duty in the Operations Division.

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25X1A9a b. [REDACTED] GS-10, Medical Service Officer. DC/MS has taken exception to [REDACTED] identification of possible weakness referring to [REDACTED] background and education. A memorandum will be appended to the Report indicating it has been reviewed by the Board and this statement should not be reflected as indicating adverse criticism of Mr. [REDACTED]

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25X1A9a c. [REDACTED] GS-8, Medical Technician. The Station Chief, who reviewed this Report, stated he felt it was over-rated. It was decided by the Board to append a memorandum to the Report indicating it has been reviewed and is consistent with previous Fitness Reports completed on [REDACTED]

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d. The Board noted the receipt of Fitness Reports on the following personnel:

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[REDACTED] Medical Technician
[REDACTED] GS-5, Clerk
[REDACTED] Clerk-Typist

6. Periodic Step Increases

The following personnel will receive Periodic Step Increases in the near future:

25X1A9a

[REDACTED] -12, Medical Service Officer
[REDACTED] -1, Medical Service Officer
[REDACTED] -9, Medical Technician
[REDACTED] GS-5, Secretary-Stenographer

7. Miscellaneous

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a. The Executive Secretary reviewed a commendation on behalf of [REDACTED] participation in a project while assigned to [REDACTED]

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b. A letter of appreciation to [REDACTED] for his performance while assigned to the Supply Branch, SD, was briefly reviewed.

25X1A6a

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c. The Executive Secretary reviewed a letter of appreciation from the Chief of Base, [REDACTED], on behalf of services rendered by Mr. [REDACTED] while assigned to that Base. A memorandum from C/MS on the same subject was also briefly reviewed.

MS/mam (20 June 1958)

Distribution:

- Orig - C/MS
- 1 - DC/MS
- 1 - C/TSD
- 1 - C/OD
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